

HOMELESS SERVICES OVERSIGHT COUNCIL
Meeting Minutes
Wednesday, March 21, 2012, 1:00 P.M. – 3:00 P.M.
Lounge Room, SLO Veterans' Building
801 Grand Avenue, San Luis Obispo

MEMBERS PRESENT		MEMBERS EXCUSED	STAFF & EXTERNAL GUESTS	
Jim Patterson	Nick Gilman	George Leage	Kim McCord	Tony Navarro
Dan Carpenter	Lee Collins	Jeff Hamm	Morgan Torell	Pearl Munak
Bob Kelley	Fredrick Chaney	Scott Smith	Amy Gilman	Rick Gulino
Jim Guthrie	Tina Salter		Emily Jackson	
Shelly Higginbotham	Dee Torres		Ken Triqueiro	
Bill Nicholls	Carol Hatley		Susan Warren	
Andrea Devitt	Rod Youngquist		Martin Meltz	
Jim Copsey	Patti Diefenderfer		Patricia Gomez	
Anneka Scranton	Thomas Clough			
Mary Parker				

AGENDA ITEM	REPORT/DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW UP
Call to Order	The meeting was called to order at 1:05 p.m.by Jim Patterson.		
1. Approval of Minutes	Minutes of the January 18, 2011 meeting were distributed and reviewed.	Motioned, Seconded, Approved by the Board. Vote was unanimous.	
BUSINESS			
2. Public Comment	No Public Comment		
3. Chairman's Remarks	Chair Jim Patterson reviewed the Regional Center Summit report from January 20, 2012. The Executive Committee met to discuss the importance of staying involved and engaged.	The group will meet quarterly to review the program status. Encouragement of members to serve on one of the committees.	
4. Committee Reports			
4.1 Public Awareness Committee Report	Anneka Scranton discussed the upcoming video "Homeless not Hopeless" to be shown in Atascadero at 7PM on March 22, 2012. The video will also be presented to the BOS on May 2, 2012. The website for HSOC is moving forward.		

AGENDA ITEM	REPORT/DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW UP
4.2 Housing Committee Report	<p>Martin Meltz standing in for Scott Smith. Housing Committee recommends letter of support for the Safe Parking Project be sent to Arroyo Grande City Council.</p> <p>Mary Parker discussed public issues with the #'s being helped and requirements of the project. Dee Torres spoke to these requirements. \$20,000.00 will be going towards this project for the 1st six (6)months with startup beginning within a month or two. Case management may be a major issue.</p>	<p>HSOC to forward recommended letter of approval to AG City Council.</p> <p>Motioned, Seconded, Approved by the Board. Vote was unanimous.</p>	
4.3 Supportive Services Committee Report	Dee Torres standing in for Grace McIntosh. Universal intake form still under consideration. No current meeting report at this time.		
4.4 Finance Committee Report	<p>Lee Collins reported that HMIS data entry is a must to support needed HUD Funds. DSS staff going to HMIS conference in Chicago next month.</p> <p>Benefits ARCH Program participant known to County has been approved \$30,000.00 in retro payments. The process was completed in 3 months. 2nd Benefits ARCH approval participant is pending.</p> <p>Finance Committee meetings have been rescheduled to 1st Monday of the month at 1PM located at DSS.</p>	<p>More case management is needed for quantity of participants in the program.</p>	
5. Action/Discussion			
5.1 Overview of HUD's Continuum of Care (CoC)	Morgan Torell reviewed the CoC report. Jim Patterson reported that it was very complicated. Action Plan was reviewed. Response is increasing. Tony Navarro spoke on HUD consolidating programs, requiring true collaborative efforts of all county groups.		
5.2 Ad Hoc Committee on Staffing	<p>Recommendation was made to the HSOC Board regarding replacement of the Executive Director position. DSS currently provides ½ FTE for taking minutes, agendas, etc.</p> <p>County will remain as the lead agency. Planning</p>	<p>Program Manager and Administration is prepared to support request to BOS.</p>	

AGENDA ITEM	REPORT/DISCUSSION	CONCLUSIONS/ACTIONS	FOLLOW UP
	Department will retain grant writing and over site. Executive Director will assist with collaborative efforts with a slightly revised position working from DSS. Lee Collins discussed the job description as coordinator, facilitator, CoC Advocate for the homeless, staff support for HSOC, monitoring of grant availability, liaison for all agencies, encouragement of HMIS implementation, review and provide data to HSOC Committee. DSS has funding available for position. Tricia Gomez voiced concern on the continued engagement of cities if the Executive Director position is at DSS	Motioned, Seconded, Approved by the Board. Lee Collins abstained from voting.	
5.3 Emergency Solutions Grant (ESG)	Recommendation was made to the HSOC Board to establish a Grant Review Committee to review applications and present recommendations directly to the Planning Department. 3 or 4 applications are currently pending.	Motioned, Seconded, Approved by the Board. Vote was unanimous Grant Review Committee will consist of Carol Hatley, Rod Youngquist, Andrea Devitt, Bob Kelley and Tina Salter. Committee will convene on March 27, 2012 from 10:30-12:00PM	
5.4 Operational Issue(s)	Tricia Gomez discussed the terms of office per the HSOC Bylaws. Terms of office are for three (3) years with two (2) consecutive term limits. Members are assigned to their year in office relative to when they joined the HSOC, with the intent of having staggered terms, with approximately 8 members having a term end each year. To avoid losing a significant number of members at a single time, the Executive Committee will be working to reallocate such that some members may have longer preliminary terms.		